Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

	CONTROL NO.
	DDP - 123

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
ADP LETTERS CENSORSHIP REPORT		X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE	X	Operations	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	2 Per Month	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer	X	YES	IF YES GIVE ADP PROCESSING NO.	
		NO	43447	C/TSD/ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
FE☐ TSD☐	N/A

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$3,738.00

B. COSTS OF COMPUTER PRODUCED REPORTS

									$5,948.00

TOTAL COSTS PER YEAR	$9,686.00	25X1

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
X RETAIN AS IS ☐ OTHER (explain)	MAN-HOURS	DOLLARS
☐ CHANGE		
☐ DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
October 1970		